

**Town of Westminster
Job Description**

Position Title:	Head of Children's Services	Grade Level:	4
Department	Library	Date:	02/19/2016
Reports to:	Library Director	FLSA Status	

Statement of Duties

The Children's Librarian is responsible for overseeing the daily operations of the library's children's programs and collections including circulation, programming and maintenance of space designated for children. The employee is required to perform all similar or related duties.

Supervision Required

Under the general direction of the Library Director, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policies or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility

The employee, as a regular part of the job is accountable for the quality and quantity of work done by employees and volunteers of the department. Supervisory responsibility consists of most of the following: plans, schedules and coordinates department operations in accordance with work schedules, deadlines and priorities; revises work schedules in response to emergencies, changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints. Work operations are subject to substantial changes in work procedures and activities. While the timing of these fluctuations can not be anticipated, the procedures to be used can be planned in advance, e.g. the handling storm emergencies.

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Confidentiality

In accordance with the State Public Records Law, the employee has regular access to confidential information such as patron records.

Accountability

Consequences of errors, missed deadlines or poor judgment may include adverse public relations, delay of library services, jeopardize programs and missed deadlines.

Judgment

Work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be conflicting, at times. Independent judgment is used to analyze or evaluate specific situations to determine appropriate actions.

Complexity

Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment

The work environment involves everyday discomforts typical of a public library setting. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee is required to work beyond normal business hours to attend evening meetings, department sponsored special events at nights or on weekends, or in accordance with the library's work schedule at nights or on weekends.

Nature and Purpose of Public Contact

The employee constantly interacts with co-workers, the public and external contacts such as vendors or community groups, K-12 school administration, teachers and parents to explain or interpret procedures or guidelines, plan or coordinate work, to promote library programs and services, or to resolve problems. More than ordinary courtesy, tact, and diplomacy are required to resolve complaints or deal with uncooperative persons.

Occupational Risk

Duties of the job present little potential for injury to the employee. Risk exposure is similar to that found in a public library.

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Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Responsible for the operation and provision of services of the children's division of the library including but not limited to providing reader services to patrons with reference and recreational reading, use of online data bases and programs, the preparation of weekly programming, maintenance of bulletin boards and displays, working with schools on joint programs, related reference work and other special events including the summer reading program.

Responsible for opening and closing the library building: including properly starting and shutting down the computer network, setting the security system and insuring that the physical appearance of the building is maintained during open hours. This responsibility rotates among several key staff members dependent upon scheduling.

In accordance with department standard operating procedures, collects and processes cash payments received from patrons.

Responsible for the planning and implementation of activities and programs such as story time for preschool children to attract children and young adults to the library and to stimulate their interest in reading including the creation and distribution of flyers and press releases.

Performs outreach programs to local schools and community organizations and attends meetings of local agencies that deal with children.

Provides a welcoming and supportive atmosphere for the children and adults who patronize the children's library.

Performs general library services including the check out of library books and materials, returns, reserves, the operation of the library's computers, installation of routine computer software updates, and patron registration.

Assists with the routine maintenance and security of the building and patrons; explains the rules and regulations governing the library to patrons.

Participates in library associations and regional library services, workshops and seminars to keep informed and current with library trends, techniques and professional issues.

Gathers data, researches and formulates recommendations for budget preparation and undertakes special projects as requested by the Library Director.

Writes reports based on departmental activity, programs and services.

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Provides back-up staff support in other functional areas of the library such as reference, circulation, book drop, or technical services as needed.

Recommended Minimum Qualifications

Education and Experience

Bachelor's degree providing training in children's and young adult literature, early childhood development and literacy training is preferred; minimum of three to five (3-5) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements

CORI certification is required as a condition of employment.

Knowledge, Abilities and Skill

Knowledge

Comprehensive knowledge of the principles and practices of professional library work including reference tools, cataloging of classification systems, and automated circulation functions; knowledge of the organization and management of library including operations and new technologies in support of department operations and services such as the CWMARS system and the Internet. Knowledge of and interest in children's and young adult books, literature, titles and child development. Knowledge of child development and children's and young adult literature and education issues.

Abilities

Ability to work independently with a high degree of accuracy; ability to use a variety of computer software programs as well as print and electronic resources. Ability to establish and maintain effective working relationships and to deal effectively with disgruntled members of the public including children of all ages. Ability to establish priorities and to complete objectives in a timely manner consistent with department operating procedures and policies.

Skill

Proficient interpersonal, customer service and community outreach skills to interact with patrons of all ages; proficient oral and written communication skills; excellent organizational skills. Proficient library skills such as cataloging, reference and special programming.

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Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands

Work requires some agility and physical strength, such as lifting books and/or other library materials to place on shelves or standing/walking for extended periods of time.

Motor Skills

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include but are not limited to operating a personal computer or climbing a step ladder in order to reach or retrieve books or materials.

Visual Demands

Visual demands require the employee to constantly read documents for general understanding and for analytical purposes. The employee is routinely required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.